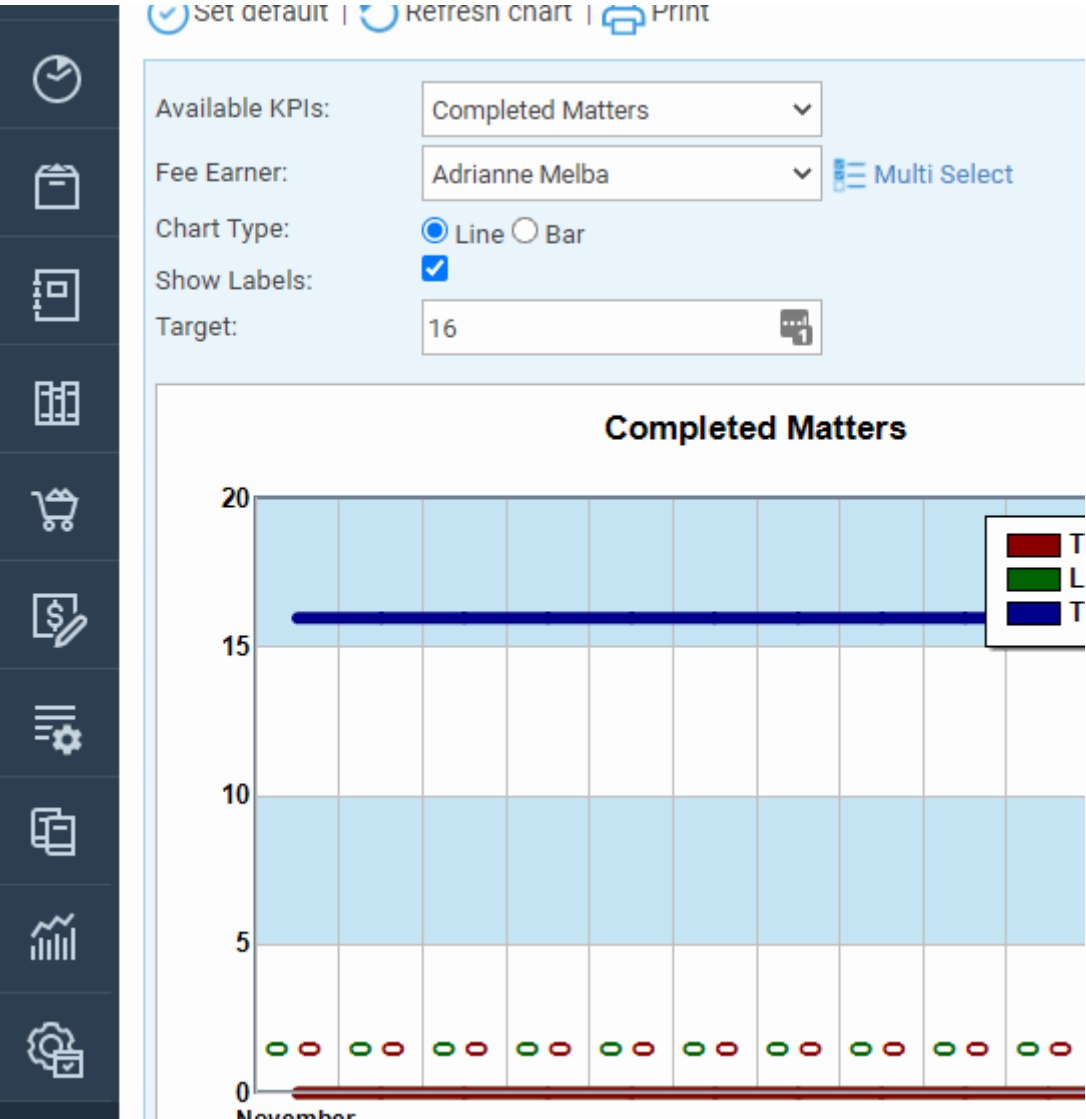# Osprey Approach: Cheque Printing Setup

Click here for a printer-friendly version

Osprey can print your cheques onto pre-printed stationery, saving time writing cheques which have already been posted on the system. You should contact your bank to arrange for pre-printed stationery to be provided. Once you have pre-printed stationery or a template copy from your bank, you can set up the system ready to start printing your cheques.

Enable Cheque Printing

Before you can print cheques, you will need to enable the option on the system. In the **browser**, select Supervisor > System Setup > Configuration Settings.

Supervisor > System Setup > Configuration Settings

Locate the switch called Cheque Printing, right click it and select True, then Save your changes.

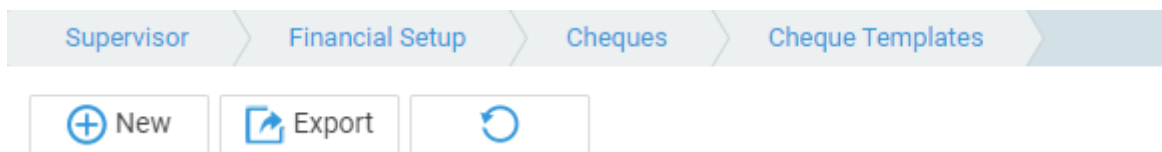| SWITCH NAME	SWITCH VALUE
Automatic Timer Start	True
Bill Auto Numbering	True
Bill Filtering	False
Cheque Printing	True

Edit Cheque Printing to set it to True

Design your Cheque Template

You will now need to design the Word document template to fit your stationery. This can be done in the browser.

Browser

In the **browser** select Supervisor > Financial Setup > Cheques > Cheque Templates, then click New.

Supervisor > Financial Setup > Cheques > Cheque Templates

+ New   Export   ↺

Enter a description, and select whether you would like your cheque to display as unitary or as a sentence.

e.g. Unitary cheques have the units split so an amount of £2320.25 would look like this:

Thousands	Hundreds	Tens	Units	Pence
2	3	2	0	25

Unitary cheque

Non-unitary cheques have the amount shown in words e.g.

Amount:
Two thousand three hundred and twenty pounds twenty five pence

Non-unitary cheque

Finally, choose the currency and click Save.

Supervisor	Financial Setup	Cheque Template	Add

Save | **Cancel**

Cheque Description: Client Bank Cheque

Unitary: ☐

Cheque Currency: Pound Sterling

To open the template for editing, right click your template, click Edit

Supervisor	Financial Setup	Cheques	Cheque Templates

New | **Export** | ↺

CHEQUE DESCRIPTION

Office Bank Cheque

Client Bank Cheque

✎ Edit

Now select Design

Supervisor	Financial Setup	Cheques	....	Edit

Save | **Delete** | **Cancel** | **Design** | **Preview**

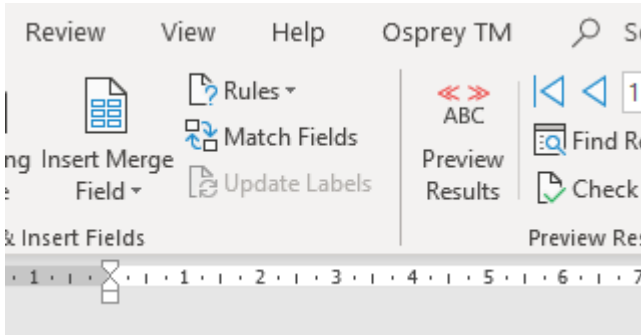Cheque Description: Client Bank Cheque

Unitary: ☐

Cheque Currency: Pound Sterling

Word will open, and you can now create your template to match your stationery. We would recommend using tables for this.

You may insert the relevant merge fields by selecting the Mailings menu and choosing Insert Merge Field to select the field to insert.
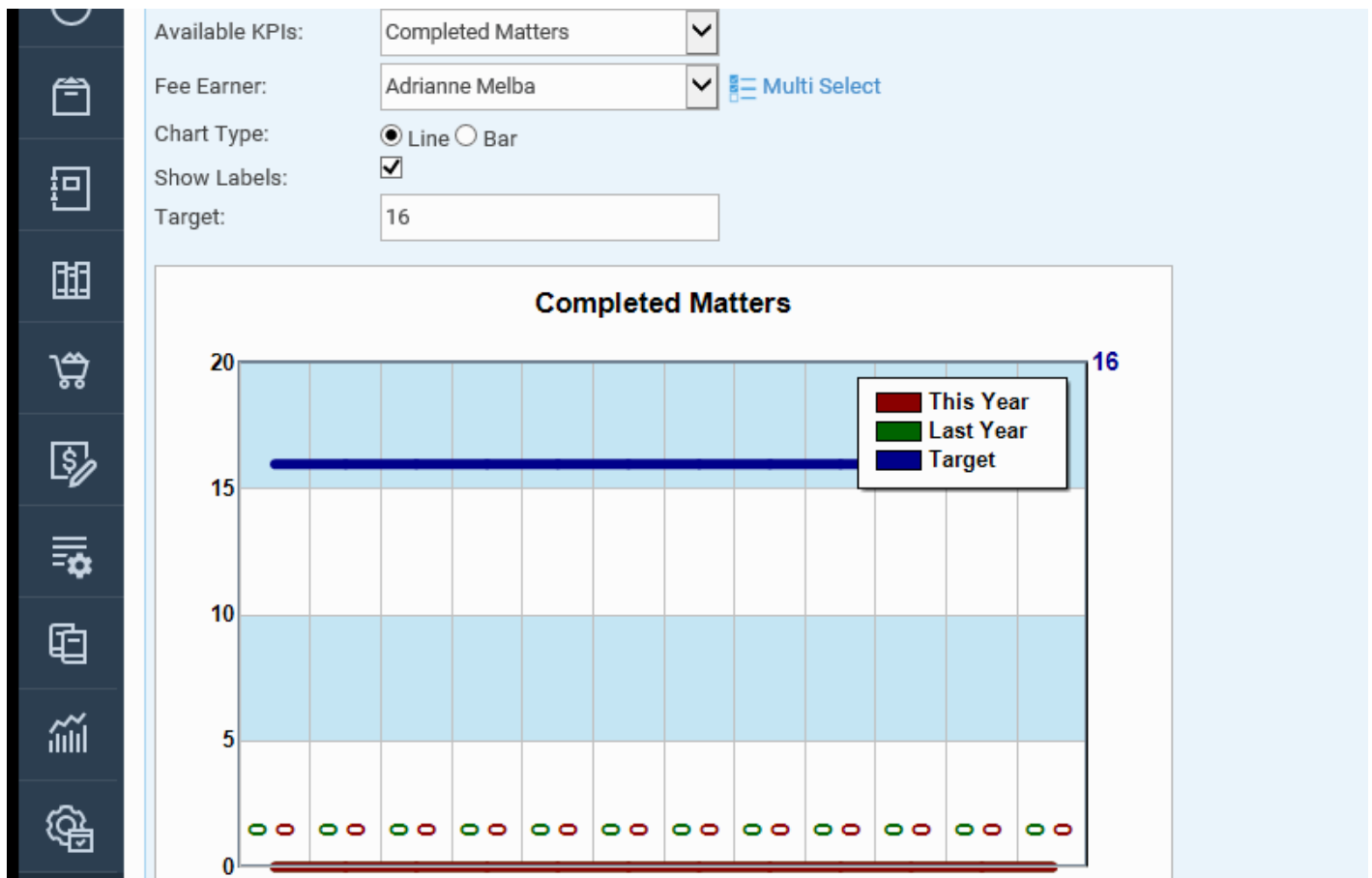

Close and Save the template

Linking your Cheque Template to the relevant Bank(s)

Now that you have designed your Cheque Template you will need to link it to the Bank or Banks that you want to use it for. In the **browser**, navigate to the Supervisor menu, Financial Setup and Banks.

In Supervisor > Financial Setup > Banks

Click Edit, set the last cheque number (Osprey will add one to this when you post your next cheque), select the Cheque Template and click Save.

BANK ACCOUNT